



Mailing Classified Documents via USPS

The approved method for mailing classified documents is through the U.S. Postal Service via registered mail. *FedEx is also an approved method but is restricted to situations when the information must be at the receiving facility the next day. FedEx shall not be used as a matter of convenience (refer to [Security Smart: Mailing and Receiving Classified via FedEx, September 2005](#)).*

RECIPIENT INFORMATION

- Verify the recipient has the proper clearance and need-to-know and any required programmatic or special access approval including proper sigma authorities.
- Verify the recipient has an approved classified mailing address by referring to the **Mail Channel Directory**. The **Mail Channel Directory** provides all information attached to a classified mail channel. The **Mail Channel Directory** can be found at <http://enterprise.lanl.gov/index-inven.htm>. If you cannot find the address you are looking for, contact IRM-RMMSO (formerly IM-9) at 667-1440.



You must check the **Mail Channel Directory** for the recipient's approved classified mailing address.

PREPARING THE PACKAGING

Classified matter must be double-wrapped (enclosed in opaque inner and outer envelopes). Classified documents must have cover sheets to protect them from touching the envelope.

- Ensure all the appropriate classification markings are applied to the document. Remember to include LANL's classified mailing address on the first page of the document.
- Apply the appropriate classification level cover sheets (front and back) to the classified document.
- Place the classified document in opaque inner envelope and prepare the envelope as follows:
 - Mark the inner envelope with the overall classification level of the contents – on the top and bottom of the front and back of the envelope.
 - The category (if Restricted Data or Formerly Restricted Data) and caveats (if applicable) or special markings must be placed on the front of the envelope.
 - The sender's **classified** address must appear on the upper left corner.
 - The recipient's **classified** address (verified through the **Mail Channel Directory**) must be centered on the front.
 - Include a Classified Material Receipt (Lab Form 853A, ST5483) and place the

white and yellow copies inside the inner envelope along with the document. Classified Material Receipts can be requested from [IRM-RMMSO Printing Resources, Duplicating, GPO](#). A receipt is required when shipping accountable classified matter and all Secret level classified matter. A receipt is not required for shipping Confidential level matter.

- Seal all seams of the inner envelope. All seams must be sealed with tamper-resistant tape (e.g., fiber tape) to prevent undetected access to the contents while in transit.
 - Place the inner envelope inside another opaque envelope. Prepare the outer envelope as follows:
 - The outer envelope **must not** carry markings indicating the contents are classified.
 - The sender's **classified** address must appear in the upper left corner.
 - The recipient's **classified** address must be centered on the front of the envelope.
 - Seal all seams of the outer envelope. All seams must be sealed with tamper-resistant tape (e.g, fiber tape) to prevent undetected access to the contents while in transit. Also, place clear tape over the address label to ensure it does not come off.
 - Attach the green and pink copies of the completed Classified Material Receipt to the outer envelope.
 - Stamp or write "Registered Mail" on the outer envelope.

READY FOR MAILING

- Contact the Mailroom Classified Team at 665-4333 or 665-6478 for pick up. Or drop off the package at the mail room prior to 11:00 am.
- Have the Mail Services clerk sign the pink copy of the Classified Material Receipt when he or she picks up the document. Place the pink copy in your tracking file.

TRACK THE DOCUMENT

- The mailroom returns the green copy to you with the registration number written on it. Place the green copy with the registration number in the file with the signed pink copy.
- When the recipient returns the white copy of the receipt to you, you can discard the pink and green copies. Keep the white copies for your records. **Make sure the recipient returns the receipt.** Follow up with the recipient a week after mailing and each week thereafter, if the receipt has not been returned. If the receipt has not been returned within 30 calendar days, the Classified Matter Custodian (CMC) must contact the recipient to resolve the discrepancy. If the matter cannot be located, the CMC must contact their Security Responsible Line Manager (SRLM) and the Security Inquiry Team (SIT) to report the matter is missing.

Contacts:

Classified Matter Protection & Control (CMPC) Team, cmpc@lanl.gov
IRM-RMMSO (formerly IM-9), 667-1440
Mailroom Classified Team, 665-4333 or 665-6478
Security Inquiry Team (SIT), 665-3505
Security Help Desk, 5-2002